

WATER/WASTEWATER SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this classification oversee and coordinate the work of several crews engaged in location, maintenance and repair of water or wastewater pipelines, valves, meters, fire hydrants, manholes and related installations. Each position is responsible for a geographical area of the pipeline system, and the incumbent is subject to 24-hour call.

Incumbents work under the direction of a Superintendent and oversee the work of Labor Foreman, Equipment Operators, Water Meter Servicers, Utility Repairmen, and Troubleshooters.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed nor does any incumbent necessarily perform all of these duties.)

Prepares budget recommendations, initiates personnel actions, interviews prospective employees and candidates for promotion, recommends appointments. Assigns priorities and assets the projects, uses portable computers for record keeping and reports; updates as-builts, prepares/revises plans and designs for construction.

Reviews the work to be scheduled with the Superintendent and assigns work to crews. Checks to see that crews have personnel, equipment and materials allocated to them. Inspects the work of the crews at their locations.

Inspects street barricading, trench shoring, and use of safety equipment according to project requirements. Responds to citizen complaints and appraises need for maintenance. Prepares personnel time sheets and absence reports.

Schedules, assigns and oversees work of a small staff of Water Meter Servicers. Participates in installation, repair and/or removal of industrial compound water meters.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS (Depending on area of assignment)

Extensive knowledge of the locations and characteristics of the water distribution system, mains, meters, valves and fire hydrants.

Extensive knowledge of the locations and characteristics of the wastewater collection system, mains, manholes and related installations, exclusive of lift stations.

Knowledge of the methods and materials of location, excavation and repair of water or wastewater pipelines.

Knowledge of the methods and materials of repairing excavations in streets, sidewalks and driveways, as well as safety requirements for working in these locations.

Ability to estimate time, material and equipment required for various types of water or wastewater system repairs.

DESIRABLE TRAINING AND EXPERIENCE

Extensive experience in installation, maintenance and repair of water distribution or wastewater collection systems exclusive of lift stations; or an equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENTS

1. Possession of a Class IV Water Distribution or Class IV Wastewater Collection certification, as issued by the State of Louisiana, prior to appointment to this position.
2. High School Diploma or G.E.D.
3. Must be capable of responding to the site within one hour of being notified.
4. Possession of a valid Louisiana Driver's